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TA-53 Procedure

Foreign Visitor Check-In

53FMP-123-01.1

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APPROVALS

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1.0 Introduction

Following established Laboratory procedures is critical to retaining the Laboratory's authority for in-house approval of the visits of foreign nationals. The TA-53 Visitor Center Administrator has been given the responsibility for ensuring that foreign visitors are properly checked in to the facility, badged, and checked out at the completion of their visits.

2.0 Purpose

The purpose of this procedure is to formally state the requirements for visits of foreign nationals to TA-53 and to inform the hosts of foreign visitors of those requirements. This procedure also documents the steps in the visitor check-in process that are performed by the TA-53 Visitor Center Administrator or Administrator-designee.

3.0 Scope

This Procedure applies to all visits and assignments of foreign nationals to TA-53 for whatever purpose.

4.0 Definitions

Visit — The presence of an invited foreign national at TA-53 for 7 calendar days or less, or, if in accordance with an international agreement, for 21 days or less. Visits are normally for the purpose of technical discussions, orientation tours, observation of projects or equipment, contract service work, or discussion of collaboration on topics of mutual interest, without participation in the work of the Laboratory. Visits require the use of Form 982, *Request for Unclassified Visit or Assignment by a Foreign National*. In addition to Form 982, visits or assignments to secure areas require the use of DOE Form IA-473, *Request for Foreign National Unclassified Visit or Assignment*.

Foreign National — Non-US citizen

Assignment — The presence of an invited foreign national at TA-53 for more than 7 calendar days in the absence of an international agreement or for the number of days specified in an international agreement. Assignments are normally for the purpose of participating in Laboratory work, gaining experience, or contributing to projects. Assignees may include employees, Users, Affiliates, and contractors.

Host — The Laboratory employee who invites a foreign national to TA-53, and in so doing, assumes responsibility for ensuring that conditions required for the visit are met.

Short-term Visitor — personnel not assigned to or using the facility.

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5.0 Responsibilities

5.1 Overall Responsibility

Responsibility for obtaining approval for visits of foreign nationals to TA-53 is shared between the host organization and FSS-15. Responsibility for following this check-in procedure is assigned to line management of the host organization.

5.2 Specific Responsibilities

Responsibilities with regard to visits to TA-53 by foreign nationals are presented in the following table:

If you are	you shall
The host of a foreign national visitor	<ul style="list-style-type: none"> • Submit requests for all foreign national visits and assignments to FSS-15. • Inform your visitors when approval for the visit has been granted and advise them not to arrive at the Laboratory prior to approval. • Forward a copy of the approved form 982 to the TA-53 Visitor Center prior to the visitor's arrival. • Notify the Visitor Center whether you agree to escort the visitor in radiologically controlled areas and to use a "tour badge" TLD for personnel dosimetry <u>or</u> whether the Visitor Center should arrange for facility-specific training of the visitor and issuance of a temporary TLD. • Inform the Visitor Center if an approved visit by a foreign national is canceled before it takes place.
A foreign national visitor to TA-53	<ul style="list-style-type: none"> • Check in at the Laboratory Badge Office (first visit during an approval period) and obtain a Laboratory identification badge • Check in at the TA-53 Visitor Center upon initial arrival during each visit. • Obtain facility-specific ES&H training and a Personnel Radiation Dosimeter (TLD) if you will be using the facility or require unescorted access to radiologically controlled areas. • Wear the Laboratory identification badge (and TLD, if issued) at all times while on site. • Return the badge, TLD, and any keys to the Visitor Center at the end of the visit. If departure is after normal working hours, the badges and keys may be dropped in the slot on the side of the site entrance station after passing through the exit gate.

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6.0 Procedural Steps

6.1 Prior to Check-In

The host sends a copy of the approved Form 982 to the TA-53 Visitor Center Coordinator at MS H831, and informs the Coordinator about whether or not facility-specific training will be required.

6.2 Initial Check-In and Badging

Immediately upon arrival at the Laboratory for the first visit of each new approval period all foreign national visitors must report to the Laboratory Badge Office at TA-3, Building SM-490. At that time the visitor will be issued a Laboratory identification badge that can be used for entering TA-53. Access to TA-53 will be granted according to 53 FMP 106-02, *TA-53 Access Control*. Upon arrival at TA-53, all foreign national visitors must report to the TA-53 Visitor Center in the Lobby of MPF-1.

Note: Any foreign national visitors for whom approval has not been received must be escorted off site immediately.

For subsequent visits during an approval period the previously-issued Laboratory identification badge may be picked up at the Visitor Center; a trip to the Badge Office is not necessary.

If an approved foreign national visitor arrives at TA-53 prior to being issued a Laboratory identification badge, the visitor shall be directed to the Badge Office at TA-3 for badging (unless the host has arranged for the badge to be issued at the Visitor Center, see below).

For visitors who will arrive during the night or on weekends, the host or designee may pick up the visitor's Laboratory identification badge at the Badge Office (or the Visitor Center in the case of a badge issued for a previous visit within the approval period) any time prior to the beginning of the visit. In this case, the host is responsible for securing the badge until it is issued to the visitor immediately upon arrival at TA-53, and for ensuring that the visitor checks in at the Visitor Center during the next business day.

Note: Foreign national spouses of Laboratory employees and visitors may enter TA-53 for the purpose of picking up or dropping off their fellow spouses by following the procedures in 53 FMP 106-02, *TA-53 Access Control*

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6.3 Training

After initial check-in, foreign national visitors, other than short-term visitors, will be directed to the TA-53 Training Office in MPF-1, Room 113, for facility-specific ES&H training. All visitors who are assigned to or who are using the facility are required to complete facility-specific training. Facility-specific training is not required for escorted visitors or short term visitors who will not be entering any area controlled for radiological purposes, or any area where there are hazards not routinely encountered by the public, e.g., lasers, high voltage, cranes, etc.

6.4 Dosimetry

Upon completion of the facility-specific training, the visitor should return to the Visitor Center or proceed to the LANSCE receptionist to be issued a TLD and given directions to the host's work area. Host organizations are responsible for visitor office assignments, etc.

6.5 Building Access

Upon request of the host, the facility management office will enter foreign national visitors into the appropriate authorized access lists for buildings where access is controlled by badge readers. The facility management office will also issue keys from the host organization's MPF lock sub-series, as requested.

6.6 Departure

Upon completion of the visit or assignment, each foreign national visitor shall check out with the TA-53 Visitor Center and turn in the Laboratory identification badge, TLD, and any keys that were issued. If departure is after normal working hours, the badges and keys may be dropped in the slot on the side of the site entrance station, after passing through the exit gate. Visitors will be removed from any building access lists until their next visit or assignment begins.

7.0 References

LANL Administrative Manual, AM616 *Visitors*
 LANL Office Procedures Manual, OPM-3-3, *Access Authorizations*
 Memorandum TA-53-FM:94-13, *Issue of Temporary TLD Badges*, June 23, 1994
 Memorandum OS94, *Badging Foreign Nationals at LAMPF*, May 31, 1994
 Memorandum OS-12-93, *Access to TA-53 ES&H Station*, January 21, 1993
 TA-53 Facility Management Procedure 53 FMP 106-02, *TA-53 Access Control*